

अण्डमान तथा
Andaman And



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अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
I fpoky; /**SECRETARIAT**

NOTIFICATION

Port Blair, dated the 3rd July, 2013

No. 149/2013/F.No. 16-6/2006-(PW).—In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, read with Government of India, Ministry of Home Affairs, New Delhi, Notification No. U-14039/2/83-ANL dated 02nd February, 1985, and in supersession of A&N Admn.'s Notification No. 229/99/F. No. 16-16/97-PW dated 30.12.1999, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the Group 'B' (Non-Gazetted) post of **Office Superintendent** of the Amalgamated Clerical Cadre of Andaman and Nicobar Administration, namely:-

1. Short Title and Commencement:-

- These rules may be called the Andaman and Nicobar Administration (Group 'B' Non-Gazetted post of Office Superintendent) Recruitment (Amendment) Rules, 2013.
- They shall come into force on the date of their publication in the Official Gazette.

2. Number of Posts, Classification and Scale of Pay:-

The number of posts, the classification and scale of pay attached thereto shall be as specified in paras 2 to 4 of the Schedule annexed to these rules.

3. Method of Recruitment, Age Limit and Other Qualifications:-

The method of recruitment, age limit, qualification and other matters relating to the said post shall be as specified in paras 5 to 14 of the abovesaid Schedule.

4. Disqualification:-

No person—

- Who has entered into or contracted a marriage with any person having a spouse living,
or
- Who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said posts :

Provided that the Administrator, Andaman and Nicobar Administration, may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of these rules.

Where the Administrator, Andaman and Nicobar Islands, is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, Ex-Servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

Lieutenant Governor,
Andaman & Nicobar Islands.

Sd./-

(P.N.R. Pillai)

Deputy Secretary (Perl.)

SCHEDULE**RECRUITMENT RULES FOR THE POST OF OFFICE SUPERINTENDENT IN THE
AMALGAMATED CLERICAL CADRE OF A&N ADMINISTRATION**

1.	Name of post	Office Superintendent
2.	No. of post	104 (One hundred and four) *2013 *Subject to variation dependent on workload"
3.	Classification	General Central Services Group "B", Non-Gazetted, Ministerial
4.	Pay Band/Grade Pay/ Pay Scale	PB-2 Rs.9300-34800 with GP Rs. 4200
5.	Whether selection post or non-selection post ?	Selection
6.	Age limit for direct recruits	Not applicable
7.	Educational and other qualifications required for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
9.	Period of probation, if any	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by promotion
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion / deputation / absorption to be made	Promotion:- From Head Clerk/Assistant – in-Charge/Assistant in the pay in PB-2 Rs.9300-34800 with GP Rs. 4200 with three years of regular service in the grade and have completed 1/2 weeks training in any of the areas of Office Management/RTI/Pay Fixation/Purchase Management organized by ISTM.
12.	If a DPC exists, what is its composition ?	Group "B" DPC for considering promotion:- Chief Secretary - Chairman Secretary (Perl.) - Member Secretary (Law) - Member
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14.	Job description	Attached as Annexure to the Schedule

ANNEXURE TO SCHEDULE**JOB DESCRIPTION FOR THE POST OF OFFICE SUPERINTENDENT**

They are in-charge of a Section besides the specific duties that may be assigned to the Section Officer by general or special orders, their general duties will be —

1. to see that the Section/Office is kept neat and tidy and that files, papers etc. are arranged in an orderly manner ;
2. to see to the maintenance of discipline and punctuality in attendance of the staff in the Section/Office ;
3. to see to the training of the Clerks under him ;
4. to see that the Attendance Register is maintained correctly and submitted to the Branch Officer in due time ;
5. to maintain an up-to-date distribution list of work among the Dealing Clerks in the Section/Office and to see that the work of the Section/Office is uniformly distributed among the staff in the Section/Office for distribution of work among the Clerks, he will assess the ability of each Clerk to handle different kinds of jobs ;
6. to make arrangements for the disposal of work entrusted to a Dealing Clerk during his absence ;
7. to submit to the Branch Officer all receipts and files at dak stage unless there are instructions to the contrary ;
8. to keep a careful watch on any hold up in the movements of dak between the Section/Office and higher officers ;
9. to mark in the receipts in the name of Dealing Clerks in the Section/Office and to give directions to the Dealing Clerks for disposal ;
10. to deal with important or complex receipts or cases himself ;
11. to scrutinize the notes and drafts of Dealing Clerks for correctness and accuracy and add him own remarks or suggestion where necessary before submitting the case to the higher officers ;
12. to deal with such cases himself as may be required by higher officers ;
13. to give priority marking on dak, draft letters etc. and to remove or revise such marking as and when necessary ;
14. to make a draft for 'issue' after it has been approved and to give priority marking on it ;
15. to give special instructions, where necessary, on the draft as to the manner of its issue e.g. "By Registered Post", "Insured Cover", etc. ;
16. to see that all routine duties including maintenance of Registers etc. are carried out promptly and thoroughly ;
17. to see that all Manual, Rules etc. of the Section are kept up-to-date by inserting latest correction slips ;
18. to see that the file numbers for receipts are entered by the Dealing Clerks regularly in the Dak Books ;
19. to check the Receipt Register atleast once a week ;
20. to see the proper maintenance of the following :—
 - (a) Guard File
 - (b) File Index
 - (c) File Movement Register
 - (d) Receipt Register
 - (e) Issue Register (where maintained)
 - (f) Checklist of Returns (both inward and outward)
 - (g) All other registers prescribed from time to time